installation and operation manual for Hunter Ceiling Fans

41844-01 12/20/2002

Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, record the following information for your records and warranty assistance. Please refer to the carton and the Hunter nameplate label (located on the top of the fan motor housing) for the proper information.

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: ___ / ___ / _____

Where Purchased: _____

Please also attach your receipt or a copy of your receipt for reference.

cautions and warnings

- **Read entire booklet carefully before beginning installation. Save these instructions.**
- **Use only Hunter replacement parts.**
- **To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.**
- **To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.**
- **All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.**
- **To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.**
- **To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.**
- **Ceiling height must be a minimum of 9 feet.**

getting ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

gathering the tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

considering optional accessories

Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product. For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.

checking your fan parts

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

NOTE: If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 888-830-1326.

chosing your mounting position

Standard Mounting (Figure 1) hangs from the ceiling by a downrod (included), for ceilings 9 feet or higher. For ceilings higher than 9 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

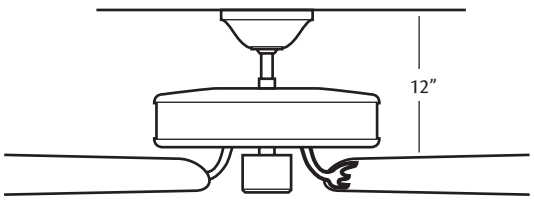

Figure 1 - Standard mounting

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Angle Mounting (Figure 2) hangs from a vaulted or angled ceiling.

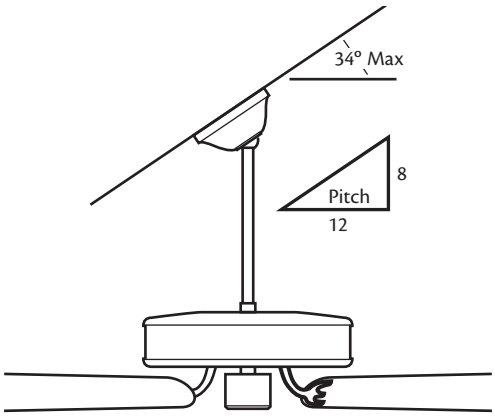

Figure 2 - Angle mounting

preparing the fan site

These guidelines are designed to help you select the best location for your fan and to prepare the site prior to installing the fan. Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

choosing the fan site

Within the room where you want to install the fan, choose a fan site where:

- No object can come in contact with the rotating fan blades during normal operation.
- The fan blades are at least 7 feet above the floor and the ceiling is at least 8 feet high.
- The fan blades have no obstructions to air flow, such as walls or posts, within 30 inches of the fan blade tips.
- The fan is directly below a joist or support brace that will hold the outlet box and the full weight of the fan.

See Figure 3 for the minimum mounting distances.

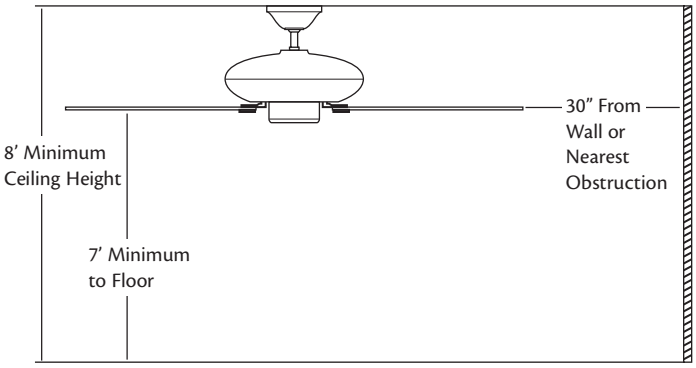

Figure 3 - Minimum mounting distances

using an existing fan site

If you are preparing a new fan site, go to the **preparing a new fan site** section.

If you plan to use an existing fan site, complete the following checklist for the support brace, ceiling hole, outlet box, and wiring. If you cannot check off every item, see the **preparing a new fan site** section for instructions on properly preparing the site for your new fan.

fan support system

- Fan must attach directly to building structure.
- Fan support system must hold full weight of fan and light kit.

ceiling hole

- Outlet box clearance hole directly below the joist or support brace.

outlet box

- UL-approved octagonal 4" x 1-1/2" outlet box (or as specified by the support brace manufacturer).
- Outlet box secured to joist or support brace by wood screws and washers through inner holes of outlet box.
- Outer holes of outlet box aligned with joist or support brace.
- Bottom of outlet box recessed a minimum of 1/16" into ceiling.

wiring

- Electrical cable secured to outlet box by approved connector.
- Six inches of lead wires extend from outlet box.

See Figure 4 for an adequate existing fan site.

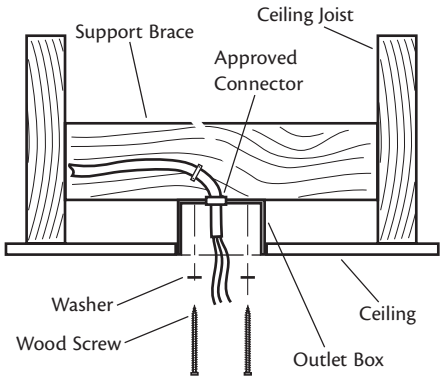

Figure 4 - Adequate existing fan site

If your existing fan site is suitable, go to the **installing the ceiling plate** section and begin installing your new Hunter fan.

preparing a new fan site

To prepare the fan site follow four steps:

- Cutting the Ceiling Hole
- Installing the Support Brace (if necessary)
- Installing the Outlet Box
- Preparing the Wiring

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cutting the ceiling hole

1. Locate the site for the hole directly below the joist or support brace that will hold the outlet box and fan.
2. Cut a 4" diameter hole through the drywall or plaster of the ceiling as shown in Figure 5. You will use the hole to install the support brace and outlet box.

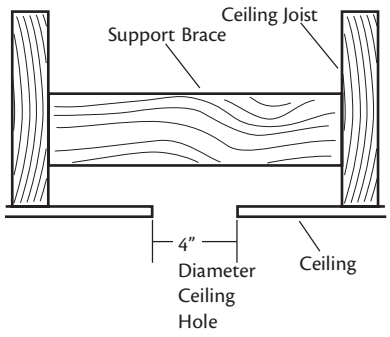

Figure 5 - Cutting the ceiling hole

installing the support brace

If there is a ceiling joist directly above the hole which will allow the outlet box to be recessed a minimum of 1/16" in the ceiling, go to **installing the outlet box** section.

If there is not an adequate ceiling joist available, do the following:

1. Attach a 2" x 4" support brace between two joists. The support brace must allow the bottom of the outlet box to be recessed a minimum of 1/16" into the ceiling. See Figure 6.
2. Check the support brace to ensure it will support the full weight of the fan and light kit.

installing the outlet box

1. Obtain a UL-approved octagonal 4" x 1-1/2" outlet box, plus two #8 x 1-1/2" wood screws and washers, available from any hardware store or electrical supply house.
2. Orient the outlet box so that both the inner and outer holes in the box align with the joist or support brace.
3. Drill pilot holes no larger than the minor diameter of the wood screws (5/64") through the inner holes of the outlet box.
4. Attach the outlet box directly to the support brace or joist with two #8 x 1-1/2" wood screws and washers. The bottom of the outlet box must be recessed a minimum of 1/16" into the ceiling as shown in Figure 6.

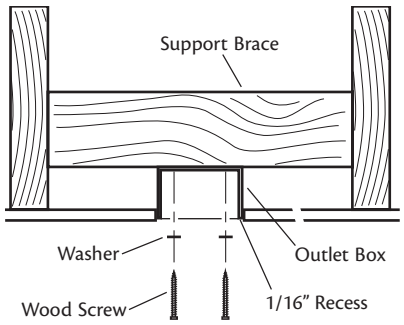

Figure 7 - Installing the outlet box

preparing the wiring

⚠CAUTION: All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

1. Make sure the circuit breakers to the fan supply line leads and associated wall switch location are turned off. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
2. Thread the fan supply line through the outlet box so that the fan supply line extends at least 6" beyond the box as shown in Figure 7.
3. Attach the fan supply line to the outlet box with an approved connector, available at any hardware store or electrical supply house. Refer to Figure 7.
4. Make certain the wiring meets all national and local standards and ANSI/NFPA 70.

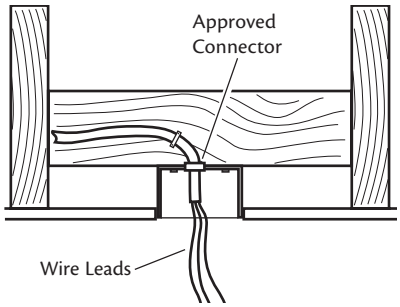

Figure 7 - Preparing the wiring

You have now successfully prepared your ceiling fan site. For instructions on how to install your ceiling fan, continue with the **installing the ceiling plate** section.

installing the ceiling plate

1. Drill two pilot holes into the wood support structure through the outermost holes on the outlet box. The pilot holes should be 9/64" in diameter.
2. Thread the lead wires from the outlet box through the hole in the middle of the ceiling plate.
3. Your fan comes with four neoprene noise isolators. Position the isolators between the ceiling plate and ceiling by inserting the raised areas on each isolator into the holes in the ceiling plate. Refer to Figure 8.

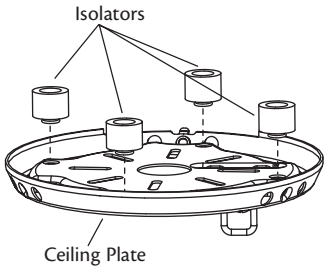

Figure 8 - Inserting the isolators into the ceiling plate

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4. Align the slotted holes (refer to Figure 9) in the ceiling plate with the pilot holes in the wood support structure. Note: The isolation pads should be flush against the ceiling.
   For Angled Ceilings: Be sure to orient the ceiling plate so that the arrows on the ceiling plate are pointing towards the ceiling peak. Refer to Figure 9.

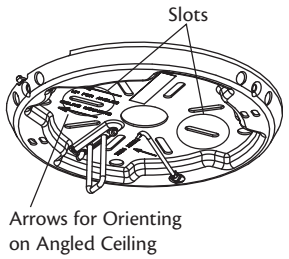

Figure 9 - Locating the slotted holes to use

5. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the ceiling plate as shown in Figure 10.
6. Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not overtighten.

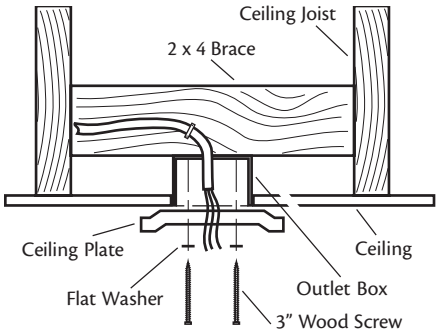

Figure 10 - Installing the ceiling plate

assembling the fan

assembling the fan for a standard or angled ceiling

1. Insert the downrod through the canopy and canopy trim ring as shown in Figure 11. Feed wires from the fan through the downrod.
2. Screw the downrod into the fan assembly until tight. IMPORTANT! Tighten allen head set screw as shown in Figure 11 with the included allen wrench.
   ⚠CAUTION: The downrod has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.
3. Continue to the **hanging the fan** section.

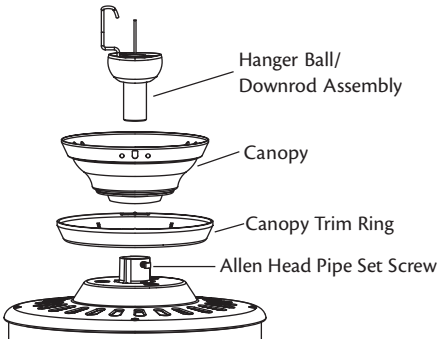

Figure 11 - Assembling the downrod

hanging the fan

1. Raise the fan and place the hook through the loop on the ceiling plate as shown in Figure 12. Use the note and arrow engraved in the ceiling plate to assist in determining the direction to assemble.
   ⚠WARNING: Fan may fall if not assembled as directed in these installation instructions.

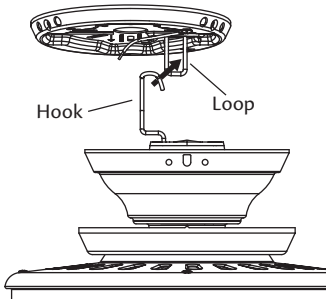

Figure 12 - Hanging the fan

wiring the fan

1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
2. You can use either one or two wall switches to control the fan and/or lights separately. Use connection 1, as described in Figure 13, to
   - control the light with a wall switch and the fan with a pull chain (one wall switch required),
   - control the light with a pull chain and the fan with a wall switch (one wall switch required), or
   - control the light with one wall switch and the fan with another (two wall switches required).

   Use connection 2, as described in Figure 13, if there is no separate wall switch power wire for the light fixture.
   NOTE: Wall switches not included.
3. Connect the wires as shown in Figure 13. To connect the wires, twist the bare metal leads together. Place a wire nut over the intertwined length of wire and twist clockwise until tight as.
   ⚠CAUTION: Be sure no bare wire or wire strands are visible after making connections.

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All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

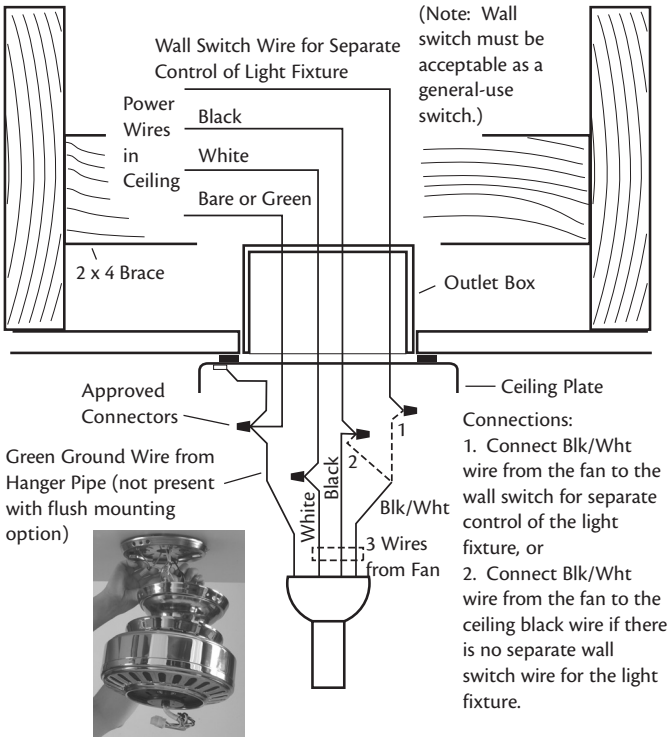
(Note: Wall switch must be acceptable as a general-use switch.)
Wall Switch Wire for Separate Control of Light Fixture
Power Wires in Ceiling
Black
White
Bare or Green
2 x 4 Brace
Outlet Box
Approved Connectors
Ceiling Plate
Green Ground Wire from Hanger Pipe (not present with flush mounting option)
White
Black
Blk/Wht
3 Wires from Fan
1
2
Connections:
1. Connect Blk/Wht wire from the fan to the wall switch for separate control of the light fixture, or
2. Connect Blk/Wht wire from the fan to the ceiling black wire if there is no separate wall switch wire for the light fixture.

Figure 13 - Wiring the fan

installing the canopy

1. Rotate the fan 180º clockwise from the initial position when hanging the fan. The arrows on the hanger ball and on the ceiling plate should be pointing in the same direction and should be pointing towards the tab hole on the canopy. Refer to Figure 14.

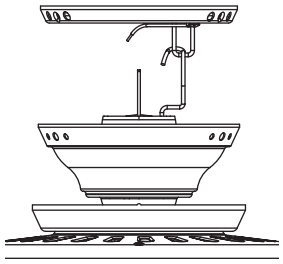

Figure 14 - Rotating the fan

2. Hook the tab hole over the tab on the ceiling plate as shown in Figure 15.
3. Raise the canopy, be sure the holes in the canopy and the ceiling plate are aligned, and loosely assemble the canopy screws one at a time. When all three screws are assembled, securely tighten all three canopy screws. Refer to Figure 15.

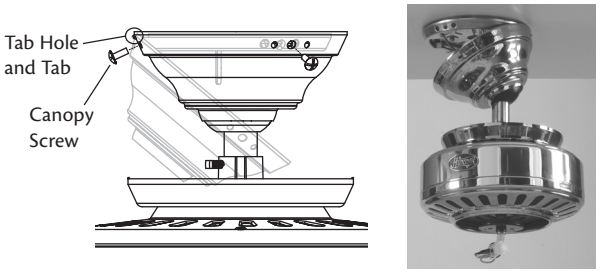

Figure 15 - Installing the canopy

installing the canopy trim ring

1. To easily install the canopy trim ring, locate the two tabs on the canopy trim ring. See Figure 16.

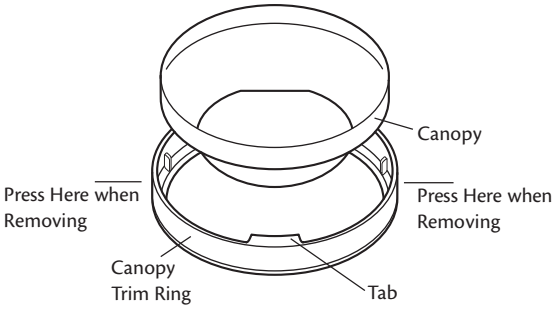

Figure 16 - Canopy trim ring

2. Take both hands and push the canopy trim ring up to the top of the canopy. See Figure 16.
3. The canopy trim ring will snap and lock into place on the canopy.

removing the canopy trim ring

1. Locate the tab indicators, small bumps on top of tabs. Refer to Figure 17.
2. To remove the canopy trim ring, press firmly on opposite sides of the ring towards the canopy as shown in Figure 17. The tabs will flex out releasing the trim ring from the canopy.

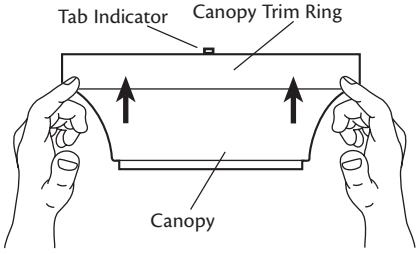

Figure 17 - Removing the canopy trim ring

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assembling the blades

Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades as shown in Figure 18.

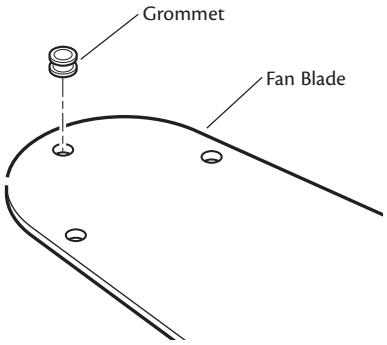

Figure 18 - Inserting the grommets into the fan blades

2. Attach each blade to blade iron using three blade assembly screws as shown in Figure 19. Some fans feature a decorative medallion as well as a blade iron. Insert the assembly screws into the blade iron, through the blade and into the medallion, with the blade sandwiched between the blade iron and medallion as shown in Figure 20.

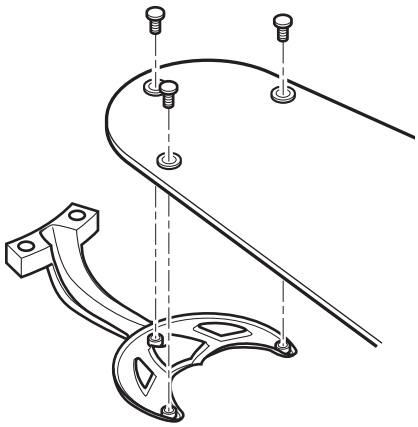

Figure 19 - Attaching the blade to the blade iron

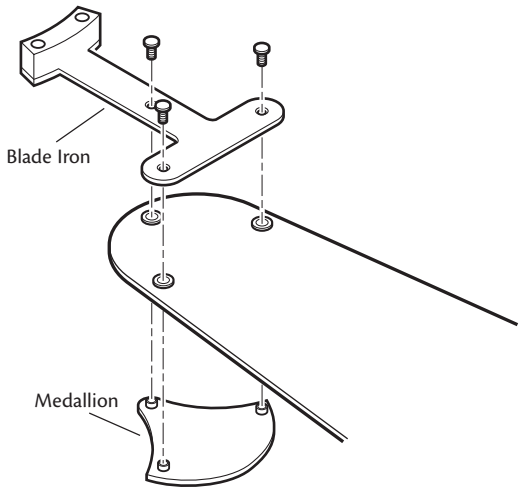

Figure 20 - Attaching the blade to the blade iron and medallion

If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.

3. Remove the blade mounting screws and rubber shipping bumpers from the motor.
4. For each blade, insert one blade mounting screw through the blade iron as shown in Figure 21, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.

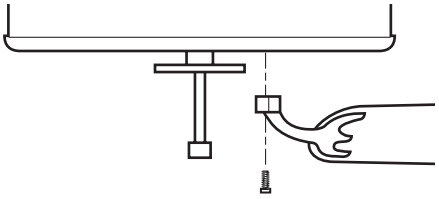

Figure 21 - Attaching the blade iron to the fan

installing the switch housing

attaching the upper switch housing

1. Partially install two #6-32 x 3/8" housing assembly screws into the switch housing mounting plate as shown in Figure 22.
2. Feed the upper plug connector through the center opening of the upper switch housing. See Figure 22.

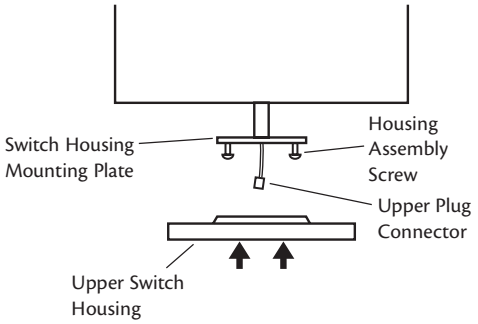

Figure 22 - Attaching the upper switch housing to the mounting plate

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3. Align the keyhole slots in the upper switch housing with the housing assembly screws installed previously.
4. Turn the upper switch housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots as shown in Figure 23. Install the one remaining #6-32 x 3/8" housing assembly screw into the third hole in the upper switch housing. Tighten all three screws firmly.

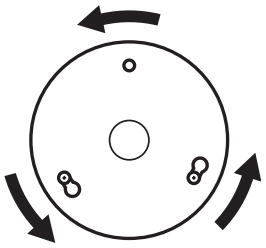

Figure 23 - Mounting the upper switch housing

⚠CAUTION: Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three housing assembly screws could result in the switch housing and light fixture falling.

attaching the lower switch housing

1. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 24.

   NOTE: Both plug connectors are polarized and will only fit together one way. Make sure that both connectors are properly aligned before connecting them together. Incorrect connection could cause improper operation and damage to the product.

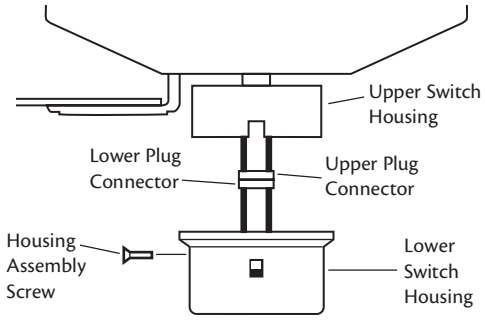

Figure 24 - Connecting the plug connectors

2. Place the lower switch housing assembly over the upper switch housing. Align the side screw holes in the upper and lower switch housings. Attach the lower switch housing to the upper switch housing with three #6-32 x 3/8" housing assembly screws. See Figure 24.

installing accessory light fixtures

To install the light fixture, follow the instructions included with the light fixture for wiring, mounting, and assembly.

operating your ceiling fan

1. Turn on electrical power to the fan.
2. The fan pull chain controls power to the fan. The pull chain has four settings in sequence: High, Medium, Low and Off.
   - Pull the chain slowly to change settings.
   - Release slowly to prevent the chain from recoiling into the blades.
   - The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.
3. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft. Refer to Figure 25.

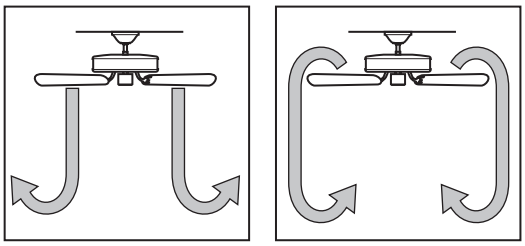

Figure 25 - Air flow patterns

To change the direction of air flow, turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position as shown in Figure 26. Restart fan.

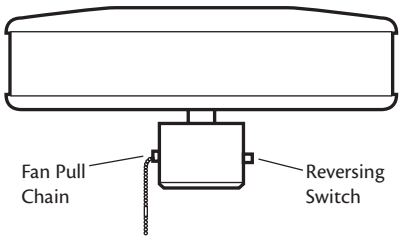

Figure 26 - Pull chain and reversing switch

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cleaning your ceiling fan

caring for finishes

For cleaning, a soft brush or lint-free cloth should be used to prevent scratching the finish. A vacuum cleaner brush nozzle can remove heavier dust. Surface smudges or an accumulation of dirt and dust can easily be removed by using a mild detergent and a slightly dampened cloth. An artistic agent may be used, but never use abrasive cleaning agents as they will damage the finish.

caring for blades

Wood finish blades should be cleaned with a furniture polishing cloth. Occasionally, a light coat of furniture polish may be applied for added protection and beauty. Painted and high-gloss blades may be cleaned in the same manner as the fan finish.

troubleshooting

Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the **wiring the fan** section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly up or down to ensure that the switch is engaged.
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade bracket screws until snug.
2. Tighten the blade screws until snug.
3. Check to see if the blade is cracked. If so, replace all the blades.
4. Change to an approved speed control.
5. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade and/or blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

If you need parts or service assistance, please call 888-830-1326 or visit us at our WEB site at http://www.hunterfan.com.

Hunter Fan Company
2500 Frisco Avenue
Memphis, Tennessee 38114

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